



Staples Advantage & Amazon Access Guide

1. Staples Advantage Registration

To request access to Staples Advantage, follow the steps below:

- Select the [Staples Advantage registration link](#).
 - Complete the registration form with your information.
 - Submit the form to finalize your registration request.
 - For further information or questions email: the [Staples Advantage portal](#).
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2. Amazon Access Request

- Send an email requesting access to the [Amazon purchasing portal](#).
- In the **body of the email**, include the following:
 - Full name of the new user.
 - Email address.
 - Agency name.